

ORGPLUS ADVANCED WORKSHOP

AUDIENCE

It is assumed that attendees of this course have been using OrgPlus at a basic to intermediate level and are able to import data, create a chart and undertake basic formatting of a chart. We highly recommend attending OrgPlus Desktop Fundamentals before attending the advanced course.

COURSE CONTENT

The workshop will begin with a brief recap of:

- Box Properties
- Chart Rules

Following the recap, workshop participants will learn how to:

- Use the Advanced tab in Box Properties
- Create advanced org chart rules, including:
 - Org chart styles
 - Org chart actions
- Create email and HTML links
- Create mapped fields (converting text to images)
- Duplicate org charts
- Create advanced formulas, including:
 - Range overview
 - Headcounts
 - Total FTE
 - Age statistics
 - Actual Salary (Salary * FTE)
 - Sectioning of strings
 - Available Formula Overview
- Create advanced conditional formats, including:
 - Vacant Positions
 - Adding Legends
- Create hidden fields
- Use the panel feature, including:
 - Advanced profiles, tabs and conditional formats



- Comments
 - Reports
 - Summaries
- Create information hotspots
- Create groups
- Apply custom templates
- Perform organizational re-structuring, including:
 - Adding, moving and deleting boxes
 - Modifying fields
 - Compare charts
 - Tracking changes
 - Setting up chart security